



OFFICE OF COURT ADMINISTRATION

Carl Reynolds
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 1, 2010

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-10-20

State Classification Number and Step: 3505/B27

State Job Title: Attorney V

FLSA Status: Exempt

Agency Job Title: Staff Attorney II

Location: Austin, TX

Monthly Salary Range: \$6,667 - \$8,334

Type of Job: Full Time

Remarks: see below

Travel Required: Yes 20%

Job Description: Performs senior-level attorney work and assists lead counsel in preparation for and representation of death-sentenced individuals. Works under minimal supervision with latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Provides legal representation to death-sentenced individuals
- Prepares cases for state post-conviction proceedings
- Participates in team-based litigation approach

Minimum Qualifications:

- Membership or eligibility for admission to the Texas Bar
- Minimum of three years experience as an attorney in one or more of the following areas: state and/or federal criminal law; death penalty litigation; appeals; civil litigation
- Candidates must exhibit proficiency and commitment to providing quality representation to defendants in death penalty cases, as described by the Guidelines and Standards for Texas Capital Counsel, as published by the State Bar of Texas (see, <http://www.uta.edu/pols/moore/indigent/txcapitalguidelines.pdf>); and, may not have been found by a state or federal court to have rendered ineffective assistance of counsel during the trial or appeal of a death penalty case

Preferred Qualifications:

- Commitment to the defense of death-sentenced individuals
- Experience with and commitment to a team-based litigation approach
- Excellent oral and written communication skills.
- Superior research, analysis and writing skills
- Proficiency in standard word processing software.

Employment Conditions:

- Operates standard office equipment and software.
- Must sit for extended periods of time.
- May operate personal vehicle to conduct agency business.

Remarks: The Office of Capital Writs (“OCW”) is a newly created state agency which will begin operation on September 1, 2010. The OCW is a capital post-conviction office, charged with representing death sentenced persons in state post-conviction habeas corpus and related proceedings.

Send completed State Job Application Form to Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701 or fax to 512/936-7563. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Kate Oehlers, the Office of Court Administration’s Human Resources Officer, at 512/936-1611.